

Getting Started - Mentee Checklist

Before your first session, consider doing the following:

- Send your resume and a few brief paragraphs that describe your work and personal history to your Mentor, along with a word of thanks for volunteering to be your mentor.
- Request your Mentor's contact information. Ask for their preferred method of contact (phone, email, Zoom, Microsoft Teams, Google Hangout, etc).
- Read up on your Mentor. Google your Mentor to read any news, published work, or announcements that are publicly available.
- Consider your answers to the following questions:
 - What are you expecting from your mentor and this process?
 - Do you like someone who will push you or someone who is just prepared to listen and offer advice from time to time?
 - Do you want someone to use as a resource (i.e. to help with introductions and networking)?
 - Do you want someone whom you can look to as a role model?
 - What are three major takeaways you hope to gain from this process?

For your first (and subsequent) sessions, consider taking these steps:

- Get a journal or notebook, which can be used exclusively for taking notes during your mentoring sessions.
- Follow up immediately after the first session with a note of thanks.
- Follow up immediately after the mentoring session with any actions to which you have agreed. Don't delay, as it is more likely to slip your mind as days pass.
- Confirm the date and time of your next mentoring session.
- Send an email one to two days prior to confirm that the Mentor is still "on" for the next session.
- Give advance notice to the Mentor if you are running late or must cancel or postpone a session.
- Create an evaluation cadence. Will you evaluate the relationship at progress every meeting? Every month?